

# A Guide to Transportation Enhancements

Missouri Department of Transportation  
September 2004

Congress created the Transportation Enhancement Program in 1991. The program required each state to reserve 10 percent of its Federal Surface Transportation Program funds annually for designated Transportation Enhancement activities to ensure transportation spending supports more than just roads.

Transportation Enhancement funds are available to develop a variety of project types, that are located in both rural and urban communities. The projects help create more travel choices by providing funding to construct sidewalks, bike lanes and to convert abandoned railroad rights of way to trails. Communities may also use the Transportation Enhancement Program to revitalize local regional economies by restoring historic buildings, renovating streetscapes or providing transportation museums and visitor centers.

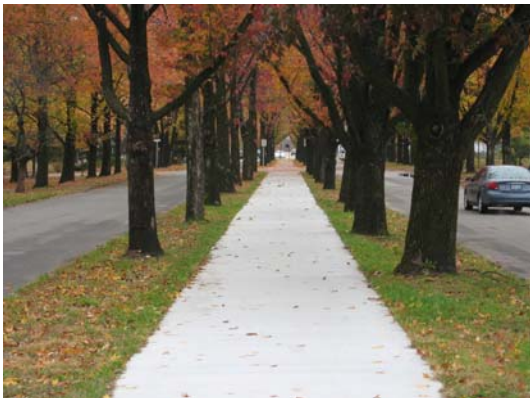
This guide is a road map for navigating an applicant through the program process. It will provide tips for meeting major requirements of the state and federal provisions and an explanation of how to direct a project from start to finish.

## Transportation Enhancement Activities

The following list of Transportation Enhancement Program activities includes project examples of each activity. The 12 activities have been divided into three groups by common characteristics. This list of example projects is not comprehensive, but offers examples of how Transportation Enhancement funding can be used. Although the federal government provides guidance and ensures compliance, states are responsible for selecting their own enhancement projects. To discuss specific eligibility guidelines, contact the MoDOT Transportation Enhancement Coordinator for the applicant's area identified on pages 22, and 23 of this document or view [www.enhancements.org](http://www.enhancements.org) on the internet.

### Bicycle and Pedestrian Group

**Pedestrian and Bicycle Facilities:** This category provides funding for new or reconstructed sidewalks, walkways, curb ramps, bike-lane striping, wide-paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges and underpasses.



City of St. James Hiking and Biking Path  
City of St. James

The City of St. James Path consisted of 10,520 feet of bicycle and pedestrian path, 5,055 feet of new curb and 75 handicap ramps. This project allows bicyclists and pedestrians access to commonly used

community facilities. Bicycle and pedestrian facilities must adhere to the American Association of State Highway and Transportation Officials standards unless a design variance is granted.

**Pedestrian and Bicycle Safety and Education Activities:** These programs are designed to encourage walking and bicycling by providing education and safety instruction to potential users through classes, pamphlets and signage.



Missouri River Bridge  
MoDOT  
Jefferson City

Funding for Share the Road signs is an example of a project that can be funded under this category. This project provided Share the Road signs, bike-safe grates and roadway striping for a bike lane traveling over the Missouri River at Jefferson City.

**Conversion of Abandoned Railway Corridors to Trails:** This category provides funding for acquiring railroad rights of way; planning, designing and constructing multi-use trails; developing rail-with-trail projects; and purchasing unused railroad property for trails.



Urban Trail Corridor – Phase 7  
City of St. Joseph

The St. Joseph Urban Trail is located on the historic Chicago and Rock Island Railroad right of way connecting 9.2 miles of the St. Joseph Parkway System. This project converted the unutilized railway corridor to a bicycle and pedestrian facility that provides an east-west link to already existing trails and sidewalks within the City of St. Joseph.

## Scenic and Natural Resources Group

**Scenic or Historic Highway Programs Including Tourist and Welcome Centers:** This category provides funding for construction of turnouts, overlooks, visitor centers, viewing areas and designation signs and markers.



Lewis and Clark Historical Marker Signs  
MoDOT statewide project  
Charleston

The Lewis and Clark Historical Marker signs project provided historical highway signs commemorating the bicentennial of the Lewis and Clark Expedition.

**Acquisition of Scenic or Historic Easements and Sites:** This category provides funding for acquiring scenic land easements, vistas and landscapes, purchasing buildings in historic districts or historic properties and preserving farmland.



Acquisition of the Rice-Tremonti House  
City of Raytown

The Rice-Tremonti House property is located along the historic routes of the Santa Fe, Oregon and California trails. It is located in the City of Raytown at the intersection of 66<sup>th</sup> Street and Blue Ridge Cutoff (Old Santa Fe Road). This project acquired, preserved and provided public access to a 3.6-acre historic site and associated buildings, located on the primary route of these three nationally significant historic trails. This project made an historic site available to the public in perpetuity. The city permanently owns, maintains and operates the property as a public park and museum.

**Landscaping and Scenic Beautification:** This category provides funding for improvements such as street furniture; lighting and public art; and landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.



Delmar Community Pathway  
City of St. Louis

The project consisted of seven icon poles along the walkway that include a series of art elements. Four of the poles contain recognizable images from the Delmar Loop rendered in glazed ceramic; the other three poles are comprised of ceramic cylinders with geometric patterns. On top of each ceramic stack is a light shade made of translucent fiberglass that conceals a 120-volt light.

**Control and Removal of Outdoor Advertising:** This category provides funding for billboard inventories or removal of illegal and nonconforming billboards.



Billboard Baseline Inventory  
MoDOT  
Jefferson City

The project provided the equipment needed to inventory and create a billboard baseline-inventory database. The database will be used to keep a current inventory and to control outdoor advertising.



**Environmental Mitigation of Runoff Pollution and Provision of Wildlife Connectivity:** This category provides funding for runoff pollution studies, soil erosion controls, detention and sediment basins, river clean-ups and wildlife crossings.

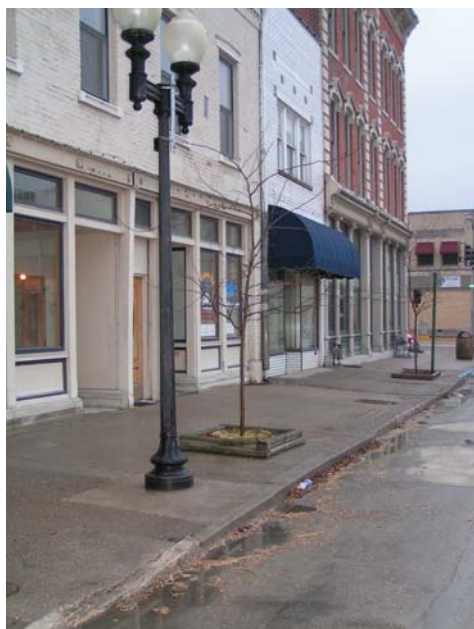


Upper Jordan Creek Greenway  
City of Springfield

The Upper Jordan Creek Greenway Project develops land purchased by the City of Springfield for stormwater improvements. This project makes water collection facility improvements to help prevent erosion and pollution in the creek. This project connects two parks, neighborhoods, schools, colleges and businesses. It also creates a link under Chestnut Expressway and to the downtown Jordan Valley Park area. The project includes the naturalization of the current concreted channel and the upgrading of four box culverts. The project also includes 5,000 feet of asphalt trail for bicycles and pedestrians.

## Historic and Archeological Group

**Historic Preservation:** This category provides funding for preservation of buildings and facades in historic districts, restoration and reuse of historic buildings for transportation-related purposes and pedestrian access improvements to historic sites and buildings.



Hannibal Mark Twain Area  
Restoration Project  
City of Hannibal

The Hannibal Mark Twain Area Restoration Project provides historic lighting on approximately seven blocks of Broadway Street in Hannibal. This project is part of the Hannibal Mississippi River Front Master Plan adopted by the City of Hannibal in May 1995.

## **Rehabilitation and Operation of Historic Transportation Buildings, Structures or**

**Facilities:** This category supports the restoration of railroad depots, bus stations and lighthouses and the rehabilitation of rail trestles, tunnels and bridges.



Restoration of the Old Appleton Bridge  
Village of Old Appleton

The Village of Old Appleton Pedestrian and Bicycle Bridge Project restores this bridge constructed in 1879 by H. W. Sebastian and Company of St. Louis. A record flood washed the bridge off its piers and over the milldam in 1982. This project restores and remounts the bridge on higher pilings and makes the crossing accessible to bicyclists, pedestrians and equestrians. This project will improve the safety of the Lower Mississippi Delta Trail once the bridge is positioned.

**Archaeological Planning and Research:** This category helps fund research, preservation planning and interpretation; developing interpretive signs, exhibits and guides; and inventories and surveys.

Although Missouri has not funded a project in this category, possible projects could include archeological investigations providing historical insight into the development and evolution of the early transportation networks in the United States.

**Establishment of Transportation Museums:** This category supports construction of transportation museums, including the conversion of railroad stations or historic properties to museums, with transportation themes and exhibits or the purchase of transportation-related artifacts.



Sedalia Katy Depot / Railroad  
Heritage Museum  
City of Sedalia

The Railroad Heritage Museum is located in the Sedalia Katy Depot. This project renovated the Sedalia Katy Depot and provides a welcome area, museum office and four exhibit galleries. The grounds include interpretive exhibits with restored rolling stock and rail sculptures. The depot is listed on the National Register of Historic Places. The project is accessible to bicycle and pedestrian visitors along the Katy Trail State Park.

## Project Eligibility Requirements

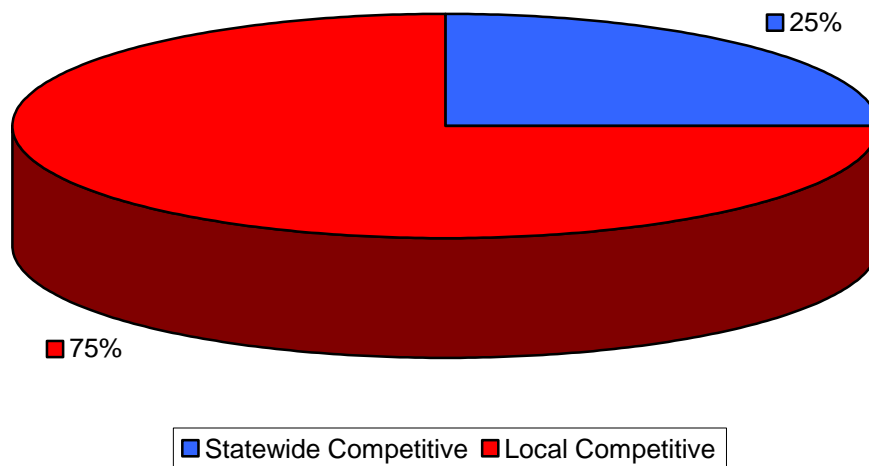
To sponsor a Transportation Enhancement project, an applicant must follow the state and federal rules for using federal funds. The state and federal guidelines for these projects can be found in the Local Public Agency Manual and the Code of Federal Regulations respectively. A Transportation Enhancement project must adhere to the following guidelines.

- Meet at least one of the 12 Transportation Enhancement fund categories
- Have a direct relationship to an intermodal transportation system in terms of function, proximity or impact
- Provide public access in perpetuity
  - The property must be either owned by the project sponsor or involve a permanent lease
- Provide a non-federal match of at least 20 percent of the total project costs
- Be a local government or public agency
  - If the applicant is a state or federal agency, then the applicant must include resolution from the local governing councils or commissions supporting the project
- Involve activities that are over and above normal transportation practice
- Meet a minimum score, which is determined by a selection committee
- Meet the minimum project size of \$25,000 in federal funding for enhancement projects
- Meet any requirement established by Local committees for project maximum funding
  - Please contact the appropriate district staff listed on page 22 of this guide for more information
- Be governed by the Local Public Agency Manual
- Have a maintenance plan on the project for at least 25 years

## Project Selection

To encourage public involvement in transportation planning, there are two separate selection processes. These processes include: Statewide, and Local Competitive.

**Missouri Distribution of Enhancement Funding**



Twenty five percent of the annual allocation will be provided to the statewide process. This process will provide funds for projects that have a statewide significance, such as welcome centers, Roadside Native Plant Conversion, NoMOre Trash anti-litter campaign and signage of the Lewis and Clark Expedition.

The remaining 75 percent of the funds are distributed to the local and TMA processes based on population. The local process will be composed of a selection committee for each MoDOT district or Transportation Management Area (TMA). TMAs are metropolitan planning organizations for areas with a population greater than 200,000. Each TMA has developed its own process for project selection. Currently Missouri has three TMAs (EWGCOG, MARC, and OTO). The local and statewide selection committees will be able to withhold the programming of funds in order to fund a separate transportation project that is considered an emerging need. The committee has the authority to decide the amount withheld for emerging needs.



## Example of Funding Distribution

Selection Process	Annual Funding*
<b>Statewide (25%)</b>	<b>\$4.250 million</b>
<b>Local (75%)</b>	<b>\$12.750 million</b>
St. Louis (EWGCOG)	\$4.421 million
Kansas City (MARC)	\$2.086 million
Springfield (OTO)	\$0.589 million
District 1	\$0.460 million
District 2	\$0.404 million
District 3	\$0.458 million
District 4	\$0.469 million
District 5	\$1.032 million
District 7	\$0.750 million
District 8	\$0.593 million
District 9	\$0.588 million
District 10	\$0.900 million

\*-Based on \$17.0 million annual allocation.

The statewide and local processes are relatively similar. The process steps include the following.

1. Solicit for project applications.
  - The application included in this guide should be used for the statewide process. Applications for the local and TMA processes may be modified. The MoDOT district enhancement fund representative will be able to supply applicants with the correct application. See page 22 for the list of contacts.
2. Applications will be reviewed and rated by the appropriate selection committee. Funding will begin with the highest-ranking application until all available funds have been applied to eligible projects. In the event the project cost exceeds the available funding the applicant will have the option to 1.) fund the unfunded amount, or 2.) allow the next project on the list within the funding balance will be funded.

The committees will be made up of a diverse group. This group must include at least five members. The following is a list of possible committee members.

- Statewide Committee
  - Missouri Municipal League
  - Missouri Associated of Counties
  - Transportation Management Area
  - Metropolitan Planning Organization
  - Missouri Department of Transportation
  - Department of Natural Resources
  - Missouri Department of Conservation
  - Department of Economic Development
  - Federal Highway Administration - advisory
  - Bicycling advocate

Pedestrian advocate  
Architectural landscaping advocate

- Local Committee
  - Regional Planning Commissions and Metropolitan Planning Organizations (MPO)
  - Historic preservation advocate
  - Bicycling advocate
  - Pedestrian advocate
  - Architectural landscaping advocate
  - Missouri Department of Transportation
  - Department of Natural Resources
  - Missouri Department of Conservation
  - Federal Highway Administration - advisory

3. MoDOT staff will notify the applicant of the committee's decision.

If all eligible projects in a particular district have been fully funded and funds are still available, these funds may be:

- Held and distributed with the next selection cycle
- Applied to eligible state projects
- Applied to district competitive funding

All remaining un-programmed statewide funds will be held and distributed with the next year local selection cycle.

### **Reasonable Progress Policy for Transportation Enhancements**

There is a reasonable progress policy for Transportation Enhancements for the State of Missouri. This policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; (2) ensure that once a project is programmed it will reach the point of construction. These two objectives will allow the state to get the maximum benefit for its federal Transportation Enhancement funds. Metropolitan planning organizations with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. A copy of the Reasonable Progress Policy for Transportation Enhancements is provided on page 24 of this document.

### **Application**

The application, application deadline information and corresponding guidance are available from any MoDOT district office, the MoDOT Central Office in Jefferson City or on the MoDOT website at <http://www.modot.org/about/enhancementfunds.htm>. Projects in areas with a population greater than 50,000, must submit an application to the appropriate metropolitan planning organization. **All applications must be postmarked by close of business on the designated application deadline day.** (MoDOT district contact information is located on page 22.)

- Submit **15 copies** of the completed Transportation Enhancement application to either the applicant's appropriate MoDOT district (for local projects) or to the MoDOT Central Office (for statewide projects) by the postmark deadline.

- Photographs are required. These photos will assist the selection committee in determining project merit.
- Binders and cover sheets of any kind are not acceptable. The application, and necessary attachments, must be submitted in an 8 ½-inch by 11-inch stapled format only.
- Applications must be typed. The application can be found at <http://modot.org/doc/FY2002.doc> in electronic format.

The appropriate selection committee will review each application to ensure compliance with eligibility requirements and to rank the applicant's project according to specific selection criteria. Sponsors may benefit from being aware of MoDOT's Long-Range Transportation Plan [http://www.modot.mo.gov/plansandprojects/long-range\\_plan/longrangetransportationplan.htm](http://www.modot.mo.gov/plansandprojects/long-range_plan/longrangetransportationplan.htm), any local transportation implementation plan, and MoDOT's Statewide Transportation Improvement Plan (STIP) [http://www.modot.mo.gov/plansandprojects/construction\\_program/STIP2005-2009/STIP2005-2009.htm](http://www.modot.mo.gov/plansandprojects/construction_program/STIP2005-2009/STIP2005-2009.htm). The highest-ranking projects will be recommended for approval by the Missouri Highway and Transportation Commission (MTHC), which must approve the project.

Tips for successful applications --

- Have a realistic completion plan
- Account for cost increases/inflation
- Plan for long-term maintenance
- Check and double-check applicant application
- Be creative
- Know MoDOT's Long-Range Transportation Plan and Statewide Transportation Improvement Plan, and any Local Transportation Implementation Plan

## **The Application Step by Step**

The following section provides an explanation and/or instructions for each question on the application. The application begins on page 17.

### **A) Project Sponsor Information**

Please complete with accurate information pertaining to the agency or governmental organization that will be responsible for incurring costs and completing the project. If funding is awarded, the contact person will become the primary contact. The contact person is expected to be aware of all rules and regulations for the program, and serve as MoDOT's primary source for project information.

### **B) Basic Project Information**

This information is used to track each project. The project must be available for public use for at least 25 years. Please indicate if a fee will be charged for public access to the project, and if so, how much that fee will be. Also if a fee is charged, describe where the funds raised from the fee will be used.

### **C) Project Location Information**

1) The project description should be accompanied by a map no larger than 8 ½-inch by 11-inch in size. The description may include a legal description of the land on which the project will take place.

2) If the project is a part of a previous transportation enhancement project, indicate the project number. If right of way acquisition is required for this project, the applicant must comply with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (49 CFR Part 24) <http://www.gpoaccess.gov/cfr/index.html>. If the applicant anticipates the project is located on Missouri's highway system right of way, the applicant will need to verify the exact project location with MoDOT. The available right of way will vary from urban to rural areas. Any activity that takes place within the state right of way requires permission from the appropriate MoDOT district office prior to construction.

#### **D) Transportation Enhancement Categories by Group**

Choose the applicable enhancement categories that best describes the project. Example project types can be found on page 1 of this guide. Check all applicable funding categories. The categories have been divided into three groups to help facilitate the selection process within each district. Multiple groups are permitted.

#### **E) Project Description**

The project description allows for a concise overview of the proposal the applicant is submitting. Describe the overall concept of the project. Include major components such as width, length and material types. Other possibilities include creative or innovative designs, safety features, maintenance standards or unique features that enhance the project. **All applicants are required by law to comply with the Americans with Disabilities Act (ADA) of 1990. Applicant must refer to the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for complete details on making the project accessible (if applicable).** The applicant is required to also follow any state and local accessibility codes.

All projects funded through the Transportation Enhancements Program must have a link to the surface transportation system – highways and roads, railroads and bicycle or pedestrian facilities. Surface transportation includes transport by both land and water. Transport by water encompasses features such as canals, lighthouses and docks or piers connecting to ferry operations.

A project must have a strong link to surface transportation in order to adequately compete for this funding. The relationship that the project has to surface transportation may be a combination of function, proximity and/or impact.

- **Function** – The project will serve as a functional part of the transportation system, for example the construction of bicycle and pedestrian facilities.
- **Proximity** – The project is located within the immediate vicinity of the transportation system, and may be visible to the general public, such as the acquisition of scenic easements or landscaping. Proximity alone is not enough to establish the relationship to surface transportation. For example, a hotel located adjacent to a state highway would not automatically be eligible to receive enhancement funds just because it is located within the view of the highway.
- **Impact** – The project has a physical impact on the transportation system, such as retro-fitting an existing highway by creating a wetland to filter runoff from the highway. In this example, the enhancement funds would be used to mitigate the pollution from the runoff. Projects with this type of transportation relationship are usually associated with ongoing or planned highway projects.

## F) General Cost Estimate

In the cost estimate section of the application, several categories have been set up in which to enter information pertaining to the project. Most project costs will fall into these categories.

Try to break down the project costs into the specific cost categories. For example, “\$80,000 for landscaping” without stating how much is for materials, labor or equipment is not acceptable. If information submitted in a proposal is unclear, the application may not be scored correctly.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the federal share (to be reimbursed), the sponsor (as non-federal match) or a third party donation (as non-federal match). As an example: An applicant anticipates trail materials will cost \$30,000 total. The applicant is receiving \$5,000 in trail materials donated by the supplier. The federal share is \$20,000, and the applicant’s organization will pay \$5,000. The applicant’s organization’s staff will provide the labor for the project, which is expected to cost \$20,000, but the applicant wants half of the cost to be reimbursed. Regard the following sample budget table for this example.

	Federal Share Request	Non-Federal Match		Total
		Applicant Budget	Donation	
Trail Materials	\$20,000	\$ 5,000	\$5,000	<b>\$30,000</b>
Labor	\$10,000	\$10,000		<b>\$20,000</b>
	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$50,000</b>

In this example, the total project cost is anticipated to be \$50,000, and the federal share will cover \$30,000, or 60 percent. The match is \$20,000, with \$15,000 covered by the sponsor and \$5,000 donated by a third party.

Design and preliminary engineering costs are allowable, but they are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Contingencies are allowable on construction costs only and are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Construction engineering costs are allowable for construction costs only and are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs.

Attach one additional sheet that details the costs. Remember the transportation enhancement funding is a reimbursement program, so the applicant must have funding available for the non-federal match and the federal share. Be sure to indicate the specific source(s) for the applicant’s non-federal match. Non-federal match may come from private fund donations, city or county funds, force account or in-kind services. Describe any additional funds that will be used if the project cost exceeds those estimated in the general cost-estimate. The person who prepared the cost-estimate must sign in the space provided at the bottom of the page.

## G) Project Impact/Effectiveness

Describe the impact and effectiveness of the project, whether social, environmental, economic or otherwise. The project may provide connections between residential areas and parks, schools or industrial areas. It may link more than one mode of transportation. These are valuable social impacts. If the project boosts the local economy due to an increase in tourism, the applicant has



created a positive economic impact. Effective projects may affect diverse user groups, be visible to the general public or raise the significance of the project location. If the project demonstrates the best way of meeting a need, it is also an effective project.

## **H) Concept Quality**

The quality and feasibility of the project is a vital factor in its success. Describe how the project will complement existing facilities or future plans for the local area. Be sure to describe the context-sensitive solutions that make the project stand-alone. Applicants are strongly encouraged to provide benefits that include safety improvements, reduction of air pollution that improves air quality and reduction of current traffic volumes and congestion.

## **I) Relationship to Surface Transportation**

The questions asked in this section correspond to each of the Enhancement Groups shown in Part D of this application. If the project includes categories from more than one group, the applicant must answer the Enhancement Group questions that pertain to the project. For example, a project may acquire a scenic easement along a state highway and accommodate bicycles/pedestrians on that highway by adding shoulders. The project would fulfill the enhancement categories of transportation facilities for pedestrians and bicycles and acquisition of scenic easements and scenic or historic sites. The scenic easement qualifies under the Scenic and Natural Resources Group, while the improved highway shoulders would fall under the Trails and Bicycle Group. In this case, the sponsor must address questions one and two below.

### **1) Bicycle and Pedestrian Group – Addressing Transportation Needs**

Identify the transportation need(s) addressed by the applicant's project. Examples of transportation needs include, but are not limited to, filling network gaps, accommodating the appropriate level of transportation use, providing access to specific destinations, eliminating transportation barriers and providing a viable alternative to motorized travel. Describe how the project will meet the need(s) identified by the applicant.

### **2) Scenic and Natural Resources Group – Scenic or Environmental Qualities**

Identify the qualities the applicant's project will create, enhance, protect, repair, revitalize or reestablish and describe how the project will facilitate this outcome. The qualities may be scenic, heritage or environmental in nature. The qualities may also be pre-existing or something that the project will create.

### **3) Historic and Archaeological Group – Public Accessibility and Awareness**

Describe how the applicant's project will enhance awareness and public accessibility to an important cultural resource. Be sure to identify the project's target audience. Examples of enhancing awareness and accessibility include, but are not limited to, incorporating interpretive materials, raising the significance of an existing site or facility and complementing existing plans or projects in the area.

## **J) Long-Range Plan**

In addition to having a master plan for the project, the applicant should ensure that the project it can be implemented as part of the city, county or organization's long-range plan. Also, by including the project into existing planning documents, important stakeholders will become familiar and aware of the project, and the general public will be assured the plan is legitimate.

Projects incorporated into such plans may provide important links in the transportation system of the area or region. This, in turn, can provide some additional funding sources. All projects must be consistent with statewide and applicable metropolitan long-range transportation plans and must also be included in MoDOT's Statewide Transportation Improvement Program and the applicable metropolitan Transportation Improvement Program.

### **K) Partnerships**

Describe any partnerships that will be formed during or as a result of the applicant's project. The relationship may be between the applicant and private businesses, other governmental entities or state and federal agencies. Also indicate the role of each active partner. Examples of active partner roles include, but are not limited to, dedicated volunteer participation during or after the project, an outside source of dedicated long-term funding for the upkeep of the project or the creation of new groups or organizations that will be formed as a result of the project. Any supporting documentation should be attached to the application.

### **L) Long-Term Maintenance**

All Transportation Enhancement Program projects must be maintained and open to the public for at least 25 years. There are many options to consider when determining who will manage and maintain the completed project. If the submitting organization has the available funding and commitments to meet this requirement, including the project in a long-term plan is highly recommended. Management and maintenance may be as simple as having one organization take complete responsibility. However, for projects that include numerous cities, counties or regions, this is not always possible. If more than one governmental entity will be responsible for maintenance activities, a letter of commitment must be attached to the application.

Ultimately, MoDOT will hold the local government sponsor responsible for assuring proper maintenance of the project. Failure to do so may result in the removal of the applicant's project and possibly the repayment of funds. MoDOT will not be responsible for maintaining the applicant's project unless prior written consent has been obtained from MoDOT. Transportation enhancement funds are not permitted for regular maintenance activities.

Complete the table in the application outlining the specific maintenance requirements of the applicant's project. Below is an example.

<b>Maintenance Task</b>	<b>Task Cost</b>	<b>Frequency</b>	<b>Annual Cost</b>
1. Sweep trail	\$ 300	Monthly, May-Oct.	\$ 1,800
2. Mow grounds	\$ 550	Weekly, May-Oct.	\$13,200
3. Empty trash containers	\$ 100	Twice weekly	\$ 5,200
4. Tree trimming	\$ 450	Once per year	\$ 450
5. Plant native species	\$2,000	Once per year	\$ 2,000
TOTAL ANNUAL MAINTENANCE COST →			\$22,650

### **M) Past Experience**

Briefly describe past transportation enhancement projects the applicant may have completed. Describe who did the design and implementation for the applicant's previous projects.

### **N) Environmental and Cultural Resource Consideration**

It is the project sponsor's responsibility to be aware of all necessary permits and clearances required prior to project approval. While the project is in the planning stage, make an assessment of potential negative impacts the project may have to the area. Although the applicant may not

start the permit/clearance process until after the project is awarded funding, there are preventative and/or corrective measures that can be taken with any and all enhancement projects to avoid negative impacts to the project area in terms of the environment and/or cultural resources.

For all “yes” boxes checked on the application form under this section, describe what steps applicant will take to avoid negatively impacting the applicant’s project location. If the applicant answered “no” to all the questions under this section, describe other ways the applicant plans to mitigate the negative impacts at the project location.

Examples of preventative and corrective measures include, but are not limited to, rehabilitation of a disturbed area using native plant species, creation of wildlife food plots to minimize vehicle-caused wildlife mortality, stream bank stabilization (when connected in some way to surface transportation), controlled public access to certain sensitive environments, scheduled clean-ups throughout the project to prevent the spread of pollution or damage to the work area and providing for proper drainage to lessen the effects of erosion due to an increase in impermeable surfaces.

## **O) Application Clarity and Innovativeness**

It is advisable to have professional external reviews of the project application for grammar, typographical and mathematical errors. A well-written application makes a statement and can be a small but important step in the first impression the applicant makes on the scoring committee. A clear, concise application will also reduce the potential for confusion.

Innovative techniques help move the project steadily towards implementation by streamlining the development process. The applicant may need to work with the appropriate MoDOT district prior to submitting the application to determine if applicant is eligible for any streamlining opportunities available at the state and federal level.

Examples of streamlining techniques include, but are not limited to, 1) having a significant number of partners in a project to the extent that it moves the project forward, rather than bogging it down; 2) the use of federal agency partners to provide the non-federal match to the applicant’s project; 3) significant in-kind donations of materials, services and cash for the non-federal match; and 4) partnership with applicant’s conservation corps programs. There is not a single definition for innovative, so an applicant should be creative and highlight any techniques that demonstrate creativity and innovation.

# TRANSPORTATION ENHANCEMENT FUNDS PROGRAM APPLICATION -DRAFT



Local Competitive ☐ State Competitive ☐ (contact applicant's MoDOT district – see page 22 for assistance)  
STP # \_\_\_\_\_ (to be assigned by MoDOT)

Application Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## **A. PROJECT SPONSOR INFORMATION**

First Sponsor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Second Sponsor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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## **B. BASIC PROJECT INFORMATION**

Project Title: \_\_\_\_\_

District Number: \_\_\_\_\_ County: \_\_\_\_\_

Metropolitan Planning Organization (if applicable): \_\_\_\_\_

Will the project be open to the public forever? ☐ Yes ☐ No

Will a fee be charged for public access? If yes, how much? \_\_\_\_\_ ☐ Yes ☐ No

## **C. PROJECT LOCATION INFORMATION**

1. Describe the project location. Attach a map no larger than 8 ½-inches by 11-inches.

2. Please check the appropriate box for each question.

- Is the project a component or extension of a previously awarded transportation enhancement project? Yes ☐ No ☐  
If so, give the project number: \_\_\_\_\_
- Does all right of way necessary for the project fall within public ownership or lease? Yes ☐ No ☐
- Does the project sponsor own the right of way? Yes ☐ No ☐
- If no, does the applicant have an option on the property executable within one year of application? Yes ☐ No ☐
- Have utilities been cleared or considered for the project? Yes ☐ No ☐
- If right of way acquisition is necessary, is the applicant willing to exercise condemnation authority to acquire? Yes ☐ No ☐

**D. ENHANCEMENT CATEGORIES BY GROUP - (1 point for two or 2 points for three or more)**

Check all that apply. Applicant may overlap groups. Applicant may be awarded additional points if project encompasses multiple transportation enhancement categories, provided that applicant effectively support how this will be successful and how the multiple categories will complement one another. See page 11 of this guidebook for details.

**1. Bicycle and Pedestrian Group**

- ☐ Transportation facilities for pedestrians and bicycles
- ☐ Safety and educational activities for pedestrians and bicyclists
- ☐ Preservation of abandoned railway corridors, including conservation and use thereof for pedestrian and bicycle trails

**2. Scenic and Natural Resources Group**

- ☐ Scenic and/or historic highway programs, including the provision of tourist and welcome centers
- ☐ Acquisition of scenic easements and scenic or historic sites
- ☐ Landscaping and other scenic beautification
- ☐ Control and removal of outdoor advertising
- ☐ Mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality, while maintaining habitat connectivity

**3. Historic and Archeological Group**

- ☐ Historic preservation
- ☐ Rehabilitation and operation of historic transportation buildings, structures or facilities
- ☐ Archaeological planning and research
- ☐ Establishment of transportation museums

**E. PROJECT DESCRIPTION**

Please provide a concise overview of the applicant's project. Include major components such as project width, length and material types. Describe the project's link to surface transportation. Refer to page 11 of this guidebook for details. Drawings or maps may be no larger than 8 ½-inches by 11-inches and attached to the back of this application.



**F. GENERAL COST ESTIMATE - (2 points)**

**List the cost of the applicant's project components in the table provided below.** Not all budget categories may be applicable to the project. Transportation enhancement funds can reimburse up to 80 percent of the total project cost. Non-federal matching funds may come from the applicant's resources or from a third-party donation to the applicant for cash, materials or labor. The minimum federal share request is \$25,000. (Tip: Add the rows across and then add the columns down. Both sums should be the same and equal the total project cost in the bottom right-hand corner of the grid).

A project with a total cost of \$100,000 and a federal-share request of \$50,000 would score 2 points (50 percent federal share request). A project with a total cost of \$100,000 and a federal share request of \$75,000 would receive 1 point (75 percent federal share request). Please make applicant request in whole dollar amounts only.

**Non-Federal Match Point Value:** 0% - 70% = 2 points 71% - 79% = 1 point 80% = 0 points

LIST ITEMS IN ORDER OF COMPLETION	FEDERAL SHARE REQUEST	NON-FEDERAL MATCH		TOTAL (Add each row)
		Applicant Budget	Donation	
1. Right of Way Acquisition	\$	\$	\$	\$
2. Design/Preliminary Engineering (No more than 10% of items 3-5 below)	\$	\$	\$	\$
3. Utility Relocation	\$	\$	\$	\$
4. Materials	\$	\$	\$	\$
5. Labor/Construction	\$	\$	\$	\$
6. Construction Engineering (No more than 5% of items 3-5 above)	\$	\$	\$	\$
<b>TOTALS</b> (Add each column)	\$	\$ [BOX 1]	\$ [BOX 2]	\$ [BOX 3]

**To determine applicant federal share request:**

$$\frac{\text{FEDERAL SHARE REQUEST}}{\text{(BOX 1 + BOX 2)/BOX 3}} \times 100\% = \text{ } \% \text{ (20\% minimum)}$$

**Note:** Please attach an additional sheet detailing the costs described above. *If applicable, describe all local groups/agencies that will complete work as part of the applicant's plan.*

Name and title of individual who prepared the cost estimates for this project:

Printed Name of Preparer

Preparer's Title

Preparer's Phone Number

Preparer's Signature

Date

### **G. PROJECT IMPACT/EFFECTIVENESS - (5 points)**

Describe the impact and effectiveness of the applicant's project. Include social, environmental, economic and other applicable impacts such as safety, air quality and reduction of congestion/traffic volume.

### **H. CONCEPT QUALITY - (5 points)**

Describe the quality of the applicant's project concept in terms of the benefits it provides, how it complements existing efforts and the overall feasibility of the long-term goal(s) of the project. Examples include connectivity, tourism and safe routes to school.

### **I. RELATIONSHIP TO SURFACE TRANSPORTATION - (6 points)**

Sections 1 through 3 below relate to the category groups listed in Section D of this application. Answer all questions that apply. Refer to page 13 of the guidebook for examples of appropriate answers. *Answering two questions would make each question worth 3 points, and answering three questions would make each question worth 2 points.*

- 1. Trails and Bicycle Group – Addressing Transportation Needs** – Describe how the project addresses transportation needs.
- 2. Scenic and Natural Resources Group – Intrinsic Qualities** - Describe how the project enhances existing conditions regarding environmental, scenic or historic.
- 3. Historic and Archeological Group – Public Accessibility and Awareness** – Describe how project will provide or improve public accessibility to and awareness of a cultural resource.

### **J. LONG-RANGE PLAN - (5 points)**

How does the proposed project coordinate with existing local, regional or statewide long-range plans?

### **K. PUBLIC INVOLVEMENT - (4 points)**

Describe the public involvement outreach activities the applicant has completed in order to gain support for this project.

### **L. LONG-TERM MAINTENANCE – (5 points)**

What governmental entity will be responsible for the short- and long-term project maintenance? Identify all maintenance participation and the source of funds supporting long-term maintenance. Attach supporting documentation to this application.

Complete the following maintenance activity table:

<b>Maintenance Task</b>	<b>Task Cost</b>	<b>Frequency</b>	<b>Annual Cost</b>
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
TOTAL ANNUAL MAINTENANCE COST			\$ _____

#### **M. PAST EXPERIENCE – (3 points)**

Briefly describe the applicant's organization's past experience with the implementation of transportation enhancement projects or similar projects. Include the experience level of the applicant's design staff/contractor, engineer and landscape architect, if applicable.

#### **N. ENVIRONMENTAL AND CULTURAL RESOURCE CONSIDERATIONS – (3 points)**

If the applicant's project involves any of the following natural or cultural items, the applicant may be required to submit specific permits and clearance forms to ensure compliance with local, state and federal requirements. This list may not be all-inclusive.

Will applicant project involve:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| ➤ Historic buildings or archeological sites?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Existing parks and recreation areas?               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Designated or undesignated wetlands and/or swamps? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Creeks or rivers?                                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Stream straightening and/or crossing?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Lakes or ponds?                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Known hazardous materials and/or waste?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Floodplains?                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

For all "yes" answers, explain any preventative measures the applicant will take to avoid negative impacts during or after the implementation of the project. Additional information can be found on page 15 of the guidebook.

#### **O. APPLICATION CLARITY AND INNOVATIVENESS – (4 points)**

The applicant's application may be given up to four additional points for its overall clarity and the use of new or innovative techniques. Clarity includes following the guidelines, organization of the application materials and well-written descriptions (no grammar, typographical or mathematical errors). Innovative techniques streamline aspects of the project. Examples of innovative techniques are found on page 15 of the guidebook.

# DISTRICT INFORMATION

## **District 1**

MoDOT Northwest District  
Rick Kingery  
3602 North Belt Highway, P.O. Box 287  
St. Joseph, MO 64502  
(816) 387-2428

## **District 3**

MoDOT Northeast District  
David Hurt  
Highway 61 South, P.O. Box 1067  
Hannibal, MO 63401  
(573) 248-2634

## **District 5**

MoDOT Central Missouri District  
Dion Knipp  
1511 Missouri Blvd., P.O. Box 718  
Jefferson City, MO 65102  
(573) 751-7399

## **District 7**

MoDOT Southwest District  
Andrew Seiler  
3901 East 32<sup>nd</sup> Street, P.O. Box 1445  
Joplin, MO 64802  
(417) 629-3456

## **District 9**

MoDOT South Central District  
Richard Pilcher  
910 Springfield Road, P.O. Box 220  
Willow Springs, MO 65793  
(417) 469-6269

## **Central Office**

MoDOT-Transportation Program Management  
Danica Stovall-Taylor / Brad Temme  
P.O. Box 270  
Jefferson City, MO 65102  
(573) 526-4800 / (573) 522-6995

## **District 2**

MoDOT North Central District  
Ron Watts  
U.S. Route 63, P.O. Box 8  
Macon, MO 63552  
(660) 385-8618

## **District 4**

MoDOT Kansas City District  
Hope Visconti  
600 Northeast Colburn Road, P.O. Box 648002  
Lee's Summit, MO 64064  
(816) 622-6317

## **District 6**

MoDOT St. Louis District  
Gregg Wilhelm  
1590 Woodlake Drive  
Chesterfield, MO 63017  
(314) 340-4165

## **District 8**

MoDOT Springfield Area District  
Dawne Gardner  
3025 East Kearney, P.O. Box 868  
Springfield, MO 65801  
(417) 895-7662

## **District 10**

MoDOT Southeast District  
Dave Luther  
2657 North Main Street, P.O. Box 160  
Sikeston, MO 63801  
(573) 472-5291

# METROPOLITAN PLANNING ORGANIZATIONS

## **St. Louis**

East-West Gateway Council of Governments  
The Gateway Tower  
One South Memorial Dr., Suite 1600  
St. Louis, MO 63102-1714  
(314) 421-4220

## **Kansas City**

Mid-America Regional Council  
300 Rivergate Center, 600 Broadway  
Kansas City, MO 64105  
(816) 474-4240

## **Columbia**

Columbia Area Transportation Study Organization  
City of Columbia  
City-County Building  
P.O. Box N  
Columbia, MO 65205  
(573) 874-7214

## **Springfield**

Springfield Area Transportation Study Organization  
City of Springfield  
City Hall  
840 Boonville Avenue  
Springfield, MO 65801  
(417) 864-1611

## **Joplin**

Joplin Area Transportation Study Organization  
City of Joplin  
303 East Third Street, Municipal Building  
P.O. Box 1355  
Joplin, MO 64802-1355  
(417) 642-0820

## **St. Joseph**

St. Joseph Area Transportation Study Organization  
City of St. Joseph  
City Hall  
Eleventh and Frederick  
St. Joseph, MO 64501-2346  
(816) 271-4651

## **Jefferson City**

Capital Area Metropolitan Planning Organization  
City of Jefferson  
320 East McCarty Street  
Jefferson City, MO 65101  
(573) 634-6410



# REASONABLE PROGRESS

## Policy and Procedure Issues

### POLICY

This policy is to ensure the State of Missouri is getting the maximum benefit of its federal transportation funds. The policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; (2) ensure that once a project is programmed, it will reach construction.

MPO's with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. However, the MPO's federal fiscal year ending balance will not be allowed to exceed a total of three years of allocation for that MPO. Any funds over the three-year allocation will be reprogrammed in the MPO area at the discretion of MoDOT and the MPO.

### PROCEDURES

The time frames shown represent maximum expected times for implementation approvals and concurrences; schedules will vary depending on project type. Actual progress towards implementation will be measured against the schedule submitted by the entity.

Project Development/Implementation Schedule:

<u>Phase</u>	<u>Maximum Time Frame</u>	<u>Funds Obligated</u>
1. Allocation of Funds	0 Months	No
2. Project Programming*	12 Months	No
3. Engineering Services Contract Approval	15 Months	Yes
4. Preliminary Plans Submittal	24 Months	No
5. Right of Way Plans Submittal	24 Months	Yes
6. Plans, Specifications & Estimate (PS & E) Submittal	34 Months	No
7. Plans, Specifications & Estimate (PS & E) Approval	36 Months	Yes
8. Construction Contract Award	48 Months	Modified

\* The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

#### 1. Reasonable Progress

For all federal-aid funds, "reasonable progress" shall have been made if a project has been programmed within one year of funding allocation. Once programmed, a project must advance to the point of submitting preliminary plans within one year. Verifiable steps toward achieving reasonable progress shall include submittal of all required documents to the appropriate MoDOT district office, entering into an Engineering Services Contract (if retaining outside engineering services) and initiation of the development of preliminary plans.

The development of right of way plans, if required, should be concurrent with preliminary plan development. Once the preliminary design plans are approved, the right of way plans may be submitted for review and approval. The authorization to proceed with right of way negotiations should begin once

MoDOT approves right of way plans. The award of the construction contract should occur no later than one year after the plans, specifications and estimate approval.

## 2. Policy Enforcement

If the allocated federal funds are not programmed for a specific project within one year, MoDOT will request information from the MPO or entity as to the planned use of the allocated funds. The MPO or entity will be required to provide a written explanation within 30 days of the notification as to the status of funds and a time line for their use. If adequate information is not received, MoDOT will pull the allocated funds from the entity and redistribute at the department's discretion.

If a project falls six months behind schedule at any point in its development, without a written explanation provided by the entity and approved by MoDOT, the entity and/or MPO will be contacted by MoDOT requesting information as to the cause of the delays. A letter will notify the entity of the schedule lapse and the possible implications of further delays. The entity and/or MPO will be required to reply in writing within 30 days of the letter date as to the project status and provide a revised timeline for the project. The entity will be allowed to reschedule a project one time after MoDOT has programmed a project. Any shifts in subsequent phases of a project caused by that rescheduling (if identified at the time of the rescheduling) will not be considered a separate change.

If a project falls one year behind the Project Development/Implementation Schedule at any phase, MoDOT will notify the entity and/or MPO of the schedule lapse by letter. The notification will serve as a final notice, giving the entity an opportunity to respond to the situation before MoDOT takes action. Information about the project will be submitted to MoDOT within 30 days of the letter date. The information will include:

1. Project status,
2. Current phase of project implementation, and
3. Funds obligated and spent on the project.

Actions taken by MoDOT may include removal of the project, which, per federal requirements, would require the entity to repay any federal funds spent on the project. The MPO and MoDOT will make the ultimate decision regarding the disposition of each project.

It **is not** the responsibility of MoDOT to keep the entity informed as to the status of the project. The entity will keep MoDOT informed as to any delays and/or unforeseen conditions that may hinder the project's progress. Failure to provide the required documentation will cause the project to be withdrawn and the funds redistributed at the discretion of MoDOT or the MPO. Federal regulations require the entity to repay any federal funds spent on a cancelled project. The project sponsor would be required to repay these funds prior to the programming of any future projects.

In addition, project sponsors failing to fulfill the obligations as stated in the contract agreement or showing reasonable progress for any project will not be allowed to request future project funds for a minimum period of one year, and then only with the approval of MoDOT.



## Transportation Enhancement Program Rating Sheet

<b>Project Sponsor:</b>		<b>Transportation Planning</b> 2217 St. Mary's Blvd., P.O. Box 270 Jefferson City, MO 65102-0270 1-800-ASK-MODOT
<b>Project Title:</b>		
<b>Date Submitted:</b>		

**REQUIRED: Prior to Funding Consideration**

- \* Local match must be greater than or equal to 20% and within the project's time frame.
- \* The project must be available to the public forever.
- \* There must be a direct relationship with intermodal transportation.
- \* The local sponsor must be a government agency and is responsible for funding the project.
- \* The project must meet one or more of the twelve enhancement categories.

MET


*Scorers are responsible for reading the complete description of the criteria in the step-by-step directions.*

CRITERIA: The Project...	Points Scale	Points Maximum	Criteria Score
D. Overlaps more than one of the 12 categories (1 point for two, 2 points for 3 or more).	0-2	2	
F. Cost estimate is detailed, complete, realistic and includes a minimum of 20% local match. (points for non-federal match percent: 0%-70% = 2 points...71%-79% = 1 point...80% = 0 points)	0-2	2	
G. Enhances the transportation system socially, environmentally, economically, etc.	0-5	5	
H. Enhances the quality of life of the community. (connectivity, tourism, safe routes to school, building on existing efforts, etc.)	0-5	5	
I. Project Quality relating to one of the three groups. 1. Provides for bicycle and/or pedestrian transportation needs. 2. Provides environmental, scenic or historic transportation enhancement of existing conditions. 3. Provides for historic or archeological transportation enhancements.	0-6	6	
J. Fits well into existing local, regional or state long-range transportation plans.	0-5	5	
K. Public involvement. Project sponsor demonstrated public outreach and input.	0-4	4	
L. Clearly defines the role of the organization responsible for maintenance.	0-5	5	
M. Includes a description of the sponsoring agency's past experiences with transportation projects.	0-3	3	
N. Addresses any preventative measures that may be necessary to address negative environmental or cultural impacts.	0-3	3	
O. Demonstrates clarity and the use of new or innovative techniques.	0-4	4	

(44 possible)

Project Total Score: #REF!